

EXERCISE

25X1A

24 July 1956

MEMORANDUM FOR: Chief Management Staff

SUBJECT: Evacuation of Indispensable Records to Relocation Site

REFERENCE: Memo C/Mgt Staff, subject as above, dated 23 July 1956

1. Following is an estimate, by operating division, of the volume of vital records considered indispensable to the Office of Logistics in the event of removal to a relocation site:

<u>Division</u>	<u>Volume</u>	<u>Description</u>
Planning Staff	1 Safe Drawer	All documents
Procurement Division	3 Safe Drawers	All documents
Real Estate & Construction Division	1 Safe Drawer	All documents except those in connection with Contract
Supply Division	8 $\frac{1}{2}$ Safe Drawers	All documents except the following: National Requirements Forecast by Office Consolidate Tabulation of Requirements Forecast
Transportation Div.	2 Safe Drawers	

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2. We realize this is a considerable volume of material, however, in view of support which must be rendered, these are considered essential and must have all or none.

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Director of Logistics

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